

**DEPARTMENTAL OPEN EXAMINATION**  
**SUPERVISING PROPERTY APPRAISER/INVESTIGATOR**  
**Final Filing Date: August 6, 2009**  
**Salary: \$6002 - \$7296**

California State Government – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, domestic partnership, medical condition, physical disability, mental disability, religious or political affiliation, age or sexual orientation.

It is an objective of the state of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

**WHO SHOULD APPLY** Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

**HOW TO APPLY** Submit Examination Application (Std. Form 678) to:

Department of Real Estate  
Attn: Casey Gates  
PO BOX 187000  
Sacramento, CA. 95818-7000  
Testing Information: (916) 227-0802

**NOTE:** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.

**NOTE:** Only applications with an original signature will be accepted.

**ELIGIBILITY REQUIREMENTS** Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**POSITION DESCRIPTION AND LOCATION(S)** The Supervising Property Appraiser/Investigator has full supervisory responsibilities to plan, organize, and direct the activities of a staff of appraisers/investigators engaged in the statewide program of real estate appraiser compliance and will supervise and provide direction to staff in the performance of appraisals, review appraisals, and market research and analysis and perform the most difficult, sensitive, or complex investigative functions related to the licensing and certification of real estate appraisers, the accreditation of real estate appraisal education courses, and the investigation of complaints of unethical or illegal activity against real estate appraisers who are licensed or certified by the Office of Real Estate Appraisers (OREA).

Positions are located in Sacramento only.

**TEST DATE(S)** It is anticipated that Qualifications Appraisal Interviews will be held during August/September 2009.

**MINIMUM QUALIFICATIONS**

**Either I**  
**Experience:** Two years of experience in California state service performing property appraisal duties of a class equivalent to a Senior Property Appraiser/Investigator (Office of Real Estate Appraisers). (Applicants who are within six months of meeting this requirement will be admitted to the examination but must satisfactorily meet the requirement before they can be considered eligible for appointment.)

**Or II**  
**Experience:**  
Five years of experience performing real estate appraisals, including technical appraisal reviews, at least one year of which must have been in a full supervisory capacity.

**And**  
**Education:**  
Equivalent to graduation from college, preferably with an emphasis in real estate, finance, business administration, or economics. (Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis.) [Experience in California state service applied toward Pattern II must include two years performing duties in a class with a level of responsibility not less than that of a Senior Property Appraiser/Investigator (Office of Real Estate Appraisers).] Must hold in good standing a full license, residential certification or general certification, issued by the OREA. (Applicants who do not hold such a certification but meet the education and experience criteria for general certification will be admitted to the examination and may be appointed, but must satisfactorily meet the requirement within six months. Failure to do so may be considered evidence of unsatisfactory progress and cause for rejection during the probationary period.)

**EXAMINATION INFORMATION** This examination will consist of a Qualifications Appraisal Interview only – Weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

**CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**  
**Qualifications Appraisal -- Weighted 100.00%**

**EXAMINATION  
INFORMATION  
(CONTINUED)**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**Knowledge of:**

1. General appraisal methods, procedures, and terminology.
2. Provisions of the Government Code, Business and Professions Code, California Code of Regulations, and other codes applicable to real estate appraiser licensing and certification.
3. Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.
4. The Uniform Standards of Professional Appraisal Standards and their application.
5. The guidelines of the Federal Appraisal Subcommittee and their applications.
6. Investigative techniques and methods used in securing and preserving evidence.
7. OREA licensing/certification and compliance policy and procedures.
8. Principles, practices, and trends of public and business administration.
9. Principles and techniques of personnel management, supervision, and employer- employee relations.
10. Departmental administrative goals and policies.
11. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

**Ability to:**

1. Apply the required knowledge.
2. Plan, organize, and direct the work of a staff engaged in appraiser compliance functions.
3. Develop the skills and abilities of subordinate staff.
4. Resolve complex supervisory problems.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**ELIGIBLE LIST  
INFORMATION**

The resulting eligible list will be established to fill vacancies for the Office of Real Estate Appraisers. The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

**VETERANS POINTS/  
CAREER CREDITS**

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the Department of Real Estates' Human Resources at (916) 227-0802 three weeks after the final filing date if he/she has not received a progress notice.

**The Department of Real Estate** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Applications are available at the State Personnel Board**, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**FOR CURRENT DRE TESTING INFORMATION CALL (916) 227-0802**

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED  
THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS**

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